

QSMEE Passenger Carriage Fault Reporting Procedure

Should any Club Carriage Unit develop or show any sign of a fault upon collection or usage, Please action the following procedure.

- 1. Remove the unit from operation immediately and Tag Out with a Red Tag.
These are available in the Maintenance Record Cabinet.**
- 2. Next record the Fault/Issue on the Fault Board, located on the wall to the left of the Maintenance Status Board.
Please notate the Carriage number and best possible description of the Fault/Issue.
Also please provide your name next to the listing so that the Maintenance Staff can contact you , if required, to clarify the Fault/Issue.**
- 3. Please then "REMOVE" the Green Dot Label in the Operational Column, on the Maintenance Status Board, beside the Fault Board, relating to the appropriate carriage unit so that it no longer shows as a Operational unit.
Please also "REMOVE" the Green Dot stuck on the front of the Carriage concerned.**

It will be "Greatly Appreciated" if these simple procedures can be actioned by all as required.

The "Safe" & "Trouble Free" operation of the Carriage units is the responsibility of all to ensure everyone's enjoyment.